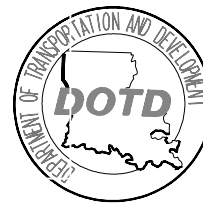




STATE OF LOUISIANA  
Department of Transportation & Development  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



September 5, 2003

(Caption)

(Addressee)

Re: Parcel No(s)  
Owner(s)

Dear \_\_\_\_\_:

Attached, in quadruplicate, is \_\_\_\_\_\* providing for the purchase of the property rights to Parcel No(s). \_\_\_\_\_, as discussed and agreed upon between you and the Department of Transportation and Development.

Kindly go before a Notary Public and sign your name on page \_\_\_\_\_ of each copy of the \_\_\_\_\_\*, exactly as it appears in the instrument. The Notary can then complete the affidavit.

Upon completion, please return the original and two (2) copies of the deed as well as the completed W-9 form in the enclosed stamped, self-addressed envelope. You may retain the instrument marked (copy) for your records. Please also enclose the receipt for notary expenses, as the Department will reimburse you for all reasonable incidental expenses arising from this conveyance.

Payment of the consideration stipulated in the instrument will be made as soon as the executed instrument is processed and it is verified that the property is not encumbered.

Your prompt attention in this matter is greatly appreciated in order that we may meet the time schedule for this project. If you have any questions, please call \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
(Name and title)

XXX/xx  
Enclosures